

# Hanover High School Guidance Department

## College Application Process

### Frequently Asked Questions

*What does the Guidance Office send as part of my transcript packet?*

For every school that you list on your transcript request, Guidance will send an official transcript, counselor letter of recommendation, teacher recommendations, and secondary school report form and school profile. We will send these electronically through Naviance to all schools that are either common app schools or who accept electronic submission. Otherwise we will mail this packet to the college if they do not accept electronic submission.

Additionally we will send first quarter, midyear, and final grades of senior year as applicable.

*What does the official transcript include?*

Official transcripts include freshman-senior grades, quarter grades and final grades only. They do not include any midyear or final exam grades. They also include a list of senior year courses for which the student is enrolled in this year.

*How long will it take for Guidance to process my Transcript Request?*

You must submit a transcript request through Naviance at least TWO Weeks prior to the admission deadline for that school. A list of deadline dates is available on Naviance. Please do not list ASAP as a deadline date- it must be the date as posted by the college.

*How do I handle teacher recommendation letters?*

By now you should have already thought about whom you would like to ask and if you have not already asked them, now is the time. An academic teacher from the junior or senior year of high school who knows you well and can speak to your strengths, weaknesses and the qualities that differentiate you from the other students in the classroom should write the recommendation. If you have special talents that you wish to

be considered in the admissions process, a letter from, for example, a music teacher or debate coach is also helpful.

You should have two teacher recommendations for most colleges, unless they state otherwise. Make sure your senior information sheet is uploaded into Naviance for the teachers to view. Many teachers plan to do their recommendations electronically through Naviance. Those who do not will need envelopes addressed to the schools to which you plan to apply. You must check with each teacher as to his or her process so you can be prepared. Remember to write a thank you note to them as well for taking the time to write your recommendation.

*How do I send my ACT/SAT/AP scores?*

You will need to send these scores officially to the colleges of your choice through College board or ACT directly. The Guidance office **will not** be sending these as part of your transcript packet.

*How do I send my transcript to the NCAA?*

If you plan to play a sport at the Division I or Division II collegiate level, you must first register on [www.ncaaeligibilitycenter.com](http://www.ncaaeligibilitycenter.com) in order to allow transcripts to be sent on your behalf. You then list the NCAA on your transcript request and we will send it electronically to them. At the end of the year, the NCAA sends us a list of all students who are registered and we will send them final transcripts for those students.

*Any other information I may need?*

Please make sure you have a valid email on Naviance. We use this to send out important updates and information. Follow us on Twitter and our Hanover High School Guidance Facebook Page. Hanover High School Scholarship Program will be available in February. Please check Naviance regularly for any outside scholarships we may receive.

*This can be a demanding time but it should also be full of excitement. If you have questions-ask! We are here to help!*

# SENIOR YEAR COLLEGE TIMELINE AND USING NAVIANCE IN THE COLLEGE PROCESS

During your senior year, you will finalize your college choice. This year is filled with admission applications, scholarship essays, financial aid information and the need to meet deadlines. Throughout your senior year, continue to build your resume by achieving academic success, as well as participating in extracurricular activities. Colleges are very interested in well-rounded students.

The college preparation that takes place during your senior year is filled with a lot of details and paperwork. It is very important that you involve your [parents](#) with this process.

## August

- Review your career plans and [decide which type of postsecondary school](#) is best for you.
- Save money from your summer job for college.
- List your top college choices.
- Go on college visits.
- Collect letters of recommendation from your teachers to include with your college applications.
- Start brainstorming about ideas for your college essays.
- Continue to take challenging courses during your senior year.
- Stay focused on maintaining or increasing your GPA.
- Obtain registration materials and test dates for the [Scholastic Aptitude Test \(SAT\)](#) and/or [ACT assessment](#).
- Compare costs of each school that interests you by contacting the colleges by phone, mail, or via their websites.

- Visit [Going2College](#) for information about career, college, and financial aid resources in your state.

## September

- Mark your calendar with registration, admissions, and financial aid deadlines and fees.
- Determine if the schools that interest you have online admission applications. If not, request them by mail now.
- Create separate folders for each of the schools that interest you and keep the materials organized.
- Begin writing drafts of your college essays.
- Start completing early admission college applications.
- Attend the College Fair
- Look at virtual tours of college campuses online.
- If you haven't already taken the [SAT](#) and/or [ACT](#), register for the test(s).
- Attend college planning and/or financial aid information nights and college fairs.
- Ask employers, teachers, and guidance counselors for letters of recommendation to accompany your admissions applications.
- Set up your [FSA ID](#) (and your parent will need one, too) and start gathering information so you can complete the [Free Application for Federal Student Aid](#) (FAFSA) as early as October 1.

## October

- Take the [SAT](#) and/or [ACT](#).
- [Continue working on your admissions essays.](#)
- If you haven't already done so, [sign up for an FSA ID](#), to complete your FAFSA online. (Also let your parents know that they will need an FSA ID.) Make sure to protect your FSA ID and keep it in a secure place so that you will have it later when you need it. Keep copies of all financial aid and enrollment documents in a file.
- Contact the U.S. Department of Education at 1-800-4FED-AID or 1-800-433-3243 for assistance completing the FAFSA and/or plan to [attend a FAFSA preparation event](#) (free FAFSA advice) near you.
- [Complete your FAFSA online](#) to determine your financial aid eligibility.
- Watch for the e-mail notice indicating your [Student Aid Report \(SAR\)](#) is ready.

- Review your SAR for errors and make any corrections as indicated.
- Attend college planning and/or financial aid information nights and college fairs. If you cannot attend, ask if you and your parents can borrow a video of the presentation from your counselor.
- Visit your top school choices. If possible, make appointments with faculty, staff, and students.
- Meet with your guidance counselor to develop a college admission and financial aid application plan.
- Contact the schools' financial aid offices to determine which forms they require. Some schools may require special forms.
- Finalize portfolios, audition tapes, writing samples, or other evidence of talent if required for admission.

## November

- Complete admissions applications by their deadlines.
- If you have not already done so, attend college planning and/or financial aid information nights and college fairs.
- If necessary, register to retake the [SAT](#) and/or [ACT](#).
- If you have not already completed the FAFSA, attend a [FAFSA preparation event](#).
- If it has been a few weeks since you completed your FAFSA and you have not received your [Student Aid Report \(SAR\)](#), call 1-800-4-FED-AID. If you have received your SAR, review it for errors and make any corrections.
- Request financial aid forms and applications. Double check the deadlines for submission.
- Complete applications for every [scholarship](#) for which you may be eligible.
- Follow up to ensure your employers, teachers, and guidance counselors send letters of recommendation.
- Stay focused on maintaining and increasing your GPA.

## December

- Finalize admission applications.
- [Research and apply for other financial aid](#), including grants and scholarships.
- Watch for early admissions notices.
- Research deadlines at the college you plan to attend, such as for housing applications, school-specific financial aid applications and deadlines.

- Develop a college application resume to highlight your activities, achievements, etc.
- Organize scholarships, certificates, articles, etc. to illustrate your achievements and create a portfolio to display them.

### **January**

- Keep a watch out for scholarship applications and make notes of the deadlines. Getting an early start completing them.
- Do not let senioritis get a grip on you this semester, finish strong on your last semester of high school.

### **February**

- Be mindful of deadlines. Always submit information on time.
- Research Advanced Placement (AP) or College-Level Examination Program (CLEP) exams.
- Rank your top school choices.
- Research local scholarships and apply as applications are available.

### **March**

- Check with the financial aid offices to ensure your paperwork is complete. Submit tax forms if they request them.
- Narrow your school choices and make campus visits.
- Be on the lookout for acceptance letters.
- Start looking for summer jobs.

### **April**

- Compare financial aid award letters.
- Make your final school decision and mail deposits, as required.
- Check with the school you've chosen about returning financial aid award letters.
- Notify the schools you have chosen NOT to attend.
- Plan for registration, orientation, and housing, and mark your calendar with important dates.

### **May**

- Be aware of any summer orientation sessions that you must attend at the school in which you will enroll, and make plans accordingly.

- Finalize your summer job plans, and make a plan for saving a portion of your summer earnings.
- Prepare a realistic [student budget](#).
- Follow up with your high school to ensure the counselor forwards your final school transcripts to the college.

## **June**

- Plan for college transportation.
- Notify your high school guidance office of your college selection and any scholarships received.
- Follow up with the financial aid office to ensure all paperwork is complete.
- Attend or register to attend college orientation.
- Make sure thank you notes for graduation gifts are written.
- Work with your parents or guardians on things that you need to know how to do, or how to do better, while at college, like doing laundry, taking care of your car, balancing your bank account.

## **July**

- Save money from your summer job.
- Send “thank you notes” to everyone who helped you plan and prepare for college.
- Make copies of your financial aid forms, health forms, etc. for your files to aid in resolving future issues.
- Register for the fall semester.
- Prepare a contact list with addresses of friends and family members and make labels with your new address, some for you and some to share with others.
- Prepare for the new adventures that await you on campus!

**Congratulations! It's time to get ready to start college.**





# 11<sup>th</sup> GRADE COLLEGE PLANNING TIMELINE

*This is an important year in the college planning process because you'll be taking standardized tests, narrowing down your college list, and learning more about financial aid. In addition, you'll need to stay involved in your high school courses and activities. Here are some suggestions you can do this year to stay on the college preparation track.*

## *Fall*

- **Stay on track with your courses and grades.** Check your GPA. Even if your grades are not the best there is still time to improve. Colleges look for students' who improve moving in an upward trend.
- **Evaluate your future options.** Decide whether you want to pursue full-time employment, further education or training (such as a vocational-technical school, career college, or two-year or four-year college), or a military career.
- **Look at the list of colleges** you started in Naviance with your guidance counselor. Start to weigh in rank them based on you and your family's criteria.
- **Go to College Fairs.** Continue gathering as much information about colleges your list will be change with information you receive.
- **Tests.** Start organizing your testing plan. Mark dates on your calendar to prepare for these tests.
- **NCAA/Sports.** If you want to play Division I or II sports in college, start the certification process and check with your counselor to make sure you're taking a core curriculum that meets NCAA requirements.

## *Winter*

- Involve yourself with extracurricular activities.

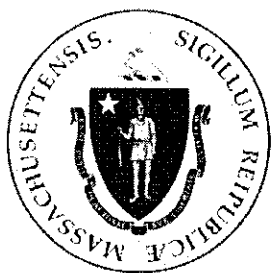
- Organize your college planning. Set up filing system to make it easier for you during this college planning process.
- Talk with your family.
- Prepare for standardized tests.
- Attend financial aid night.

## *Spring*

- Prepare a challenging schedule for your senior year
- Start a scholarship search
- Start to gather documents for financial aid
- Use Naviance as a tool for updating your college lists
- Set up appointments for your top college choices
- Stay open to all the possibilities

## *Summer*

- Visit colleges
- Start working on your application essays
- Make early decision preparations
- Get advice from other college students
- Contact your recommendation writers
- Get your FSA ID- before you can fill out your FAFSA, you need to get a username and password.
- Register with NCAA if you are planning to continue playing a sport in college.



## Massachusetts Department of Higher Education

# Admissions Standards for the Massachusetts State University System and the University of Massachusetts

### MASSACHUSETTS STATE UNIVERSITY SYSTEM AND UMASS MINIMUM ADMISSIONS REQUIREMENTS

The admissions standards for the state universities and UMass emphasize a strong academic high school background so that students enter college ready to learn. These standards represent minimum requirements; meeting them does not guarantee admission, since campus officials consider a wide range of factors in admissions decisions. Students shall have fulfilled all requirements for the high school diploma or its equivalent upon enrollment. *It is important to note that admissions standards for the state's community colleges differ. Community colleges may admit any high school graduate or GED recipient.*

#### ***Freshman Applicants***

The admissions standards for freshmen applicants have two main parts:

1. 16 required academic courses.
2. A minimum required grade point average (GPA) earned in college preparatory courses completed at the time of application.

Applicants must also submit an SAT or ACT score.

#### ***Academic Course Requirement***

Sixteen\* college preparatory courses distributed as follows are required. (A course is equivalent to one full school year of study. Courses count toward the distribution only if passed.)

Subject	Requirements of college freshman class entering Fall 2015
English	4 courses
Mathematics	3 courses (Algebra I & II and Geometry or Trigonometry or comparable coursework)
Sciences	3 courses (drawn from Natural Science and/or Physical Science and/or Technology/Engineering; including 2 courses with laboratory work); <i>Technology/engineering courses must be designated as science courses (taken for science credit) by the high school</i>
Social Sciences	2 courses (including 1 course in U.S. History)
Foreign Languages	2 courses (in a single language)
Electives	2 courses (from the above subjects or from the Arts & Humanities or Computer Sciences)

# Words to Know

The following are terms you and your student may encounter in high school and on the road to college.

**Academic Standards:** Benchmarks that every student needs to be able to achieve in each grade.

**Admission Requirements:** A set of guidelines established by colleges that must be met in order for a student to attend that college.

**Advanced Placement (AP):** College-level classes your student can take in high school to earn high school and possibly college credit.

**Bachelor's Degree:** A degree earned after about four years of study at college.

**Budget:** A plan outlining how to spend and save money.

**Campus:** Where college classes, buildings, teachers and activities are located.

**Campus Visit:** A trip to a college or university to learn more about the school.

**Career:** The occupation for which you or your student is trained.

**Class Rank:** A student's standing based on his or her GPA compared to other students in their class.

**College:** Any education after high school that earns your student a degree. Universities are often referred to as "college".

**College Entrance Exam:** A test often required by four-year colleges to help determine which students to admit to their school. The most common tests are the ACT and SAT.

**College Fair:** An event where college admissions representatives talk with students and parents.

**Community College:** Colleges that provide the first two years of a four-year college education or prepare students for certain jobs.

**Credit:** A measure of how much a class is worth. Your student needs a certain number of credits to graduate from high school and college.

**Degree:** What your student earns when he or she graduates from college, like an associate or bachelor's degree.

**Dormitory:** An on-campus building where students live during the school year. Also called a "dorm" or "residence hall".

**Electives:** Extra classes students can take in high school to learn more about topics they are interested in.

**Expenses:** Money that is spent.

**Financial Aid:** Money to help pay for college.

**Financial Need:** The difference between the price of attending a postsecondary institution and the family's ability to pay for those costs.

**Free Application for Federal Student Aid (FAFSA):** A form used to apply for financial aid.

**Grade Point Average (GPA):** The average of a student's grades, typically based on a four-point scale.

**Grant:** Money for college from the government that does not have to be repaid.

**Guidance Counselor:** A person at school who helps students prepare for college and careers.

**Higher Education:** Any education after high school, also referred to as "postsecondary" or "college".

**Internship:** Real-world experience related to your student's major that can provide college credit, mentors, references and might lead to a job.

**Loans:** Money college students or their parents borrow to help pay for college. It must be repaid with interest, even if the student doesn't graduate.

**Major:** An area of study that your student focuses on while in college. Students usually major in an area they might like to work in some day.

**Mentor:** An older person who gives support and guidance to a younger person.

**Minor:** An area of study that your student pursues, but it is not his or her major focus of study.

**Postsecondary:** Any education after high school. This is often called "higher education" or "college".

**Postsecondary Enrollment Options (PSEO):** Taking classes at a college for free while in high school.

**Resume:** A summary of a person's skills and work experience often used when applying for a job.

**Room and Board:** Housing costs (room) and what it costs to eat (board) during the school year.

**Salary:** The amount of money a person makes per year.

**Saving:** The act of putting money aside for future use.

**Scholarships:** Money given to college students because of a special achievement, ability or background. It does not have to be repaid.

**STEM Careers:** High-demand jobs in science, technology, engineering and math.

**Technical College:** Colleges that offer employment courses and programs which teach specific knowledge and skills leading to certain jobs.

**Transcript:** A record of your student's academic progress.

**Tuition:** What it costs to take classes and use certain facilities at college. Tuition does not include room and board, books and other fees.

**Tutor:** A person who helps students with their school work.

**Undergraduate Student:** Any college student without a bachelor's degree.

**University:** A type of school that offers a degree and a wide variety of majors. Universities are often referred to as a "college".

**Work Study:** Jobs offered through a college and funded by the government to help students pay for college.

## Books on College Transition for Students and Parents

Ahmad, Shaheena. *The Yale Daily News Guide to Succeeding in College*. New York: Kaplan Books, 1997.

Arrington, Zach. *Confessions of a College Freshman*. Tulsa, Oklahoma: RiverOak Publishing, 2001.

Barkin, Carol. *When Your Kid Goes to College: A Parents' Survival Guide*. New York: Avon Books, 1999. After author's son went off to college she interviewed parents around the country to get their perspectives.

Bickle, Bruce and Stan Jantz. *Real Life Begins After High School*. Ann Arbor, Michigan: Servant Publications, 2000.

Brody, Janis. *Bringing Home the Laundry: Effective Parenting for College and Beyond*. Dallas: Taylor Publishing Co., 2000.

**Coburn, Karen Levin and Madge Lawrence Treeger. *Letting Go: A Parents' Guide to Understanding the College Years*. New York: Harper Collins, 4th Ed. Co-authored by a College Dean and a psychotherapist.**

Cohen, Harlan. *The Naked Roommate: And 107 Other Issues You Might Run Into in College*. Naperville: Sourcebooks, Inc., 2005

Combs, Patrick. *Major in Success: Make College Easier, Fire Up Your Dreams, and Get a Very Cool Job*. Berkley, California: Ten Speed Press, 2000.

Dobkin, Rachel and Shana Sippy. *The College Woman's Handbook*. New York: Workman Publishing, 1995.

Gibbs, George. *Campus Daze*.

Grayson, Paul A. and Philip W. Meilman. *Beating the College Blues*. New York: Check Mark Books, 1999.

Hanson, Jennifer. *The Real Freshman Handbook*. New York: Houghton Mifflin, 1996.

Johnson, Helen E., Christine Schelhas-Miller. *Don't Tell Me What to Do, Just Send Money: The Essential Parenting Guide to the College Years*. New York: St. Martin's Press, 2000.

Jones, Connie. *She's Leaving Home*. Kansas City: Andrews McMeel Publishing, 2002.

Jones, Marilee and Ginsburg, Kenneth. *Less Stress, More Success: A New Approach to Guiding Your Teen Through College Admissions and Beyond*. By an admissions director at MIT and a pediatrician.

Kastner, Laura and Wyatt, Jennifer. *The Launching Years*.

Latzko, Marian B. *I Can Do It! A Micropedia of Living on Your Own*. Appleton, Wisconsin: MICROLIFE, 1996.

Light, Richard J. *Making the Most of College: Students Speak Their Minds*. Cambridge: Harvard University Press, 2001.

Litt, Ann Selkowitz. *Eating Well on Campus*. Bethesda, Maryland: Tulip Hill Press, 2000.

O'Callaghan, Karin R. *Money Management for College Students*. Hollywood, Florida: Frederick Fell Publishers, Inc., 2002.

Pasick, Patricia. *Almost Grown: Launching Your Child from High School to College*. New York: W. W. Norton & Company, Inc., 1998.

Rich, Jason. *The Everything College Survival Book*. Holbrook: Adams Media Corp., 1997.

Rollins, C.E.. *52 Ways to Get Along With Your College Roommate*. Nashville: Thomas Nelson Publishers, 1994.

Rowh, Mark. *Coping with Stress in College*. New York: College Board Publications, 1989.

Rubenstein, Sally and Dalby, Sidonia *Panicked Parents Guide to College Admissions*. (Chapter 1)Peterson's 2002.

Savage, Marjorie. *You're On Your Own(but I'm here if you need me): Mentoring Your Child During the College Years*

Seaman, Barrett. *What Your College Student Won't Tell You*.

Smith, M.J., Smith and Fred Smith. *The Smart Student's Guide to Healthy Living*. Oakland: New Harbinger Publications, Inc., 2006.

Steenhouse, Andrea Van. *Empty Nest...Full Heart: Journey from Home to College*. Denver: Simpler Life Press, 1998. Practical advice from a mom/PhD Psychologist.

Woodacre, Margo Bane and Steffany Bane. *I'll Miss You Too*. Naperville: Sourcebooks, Inc., 2005.

# How to Start Getting Ready for College in the 9<sup>th</sup> and 10<sup>th</sup> Grades

- **Read every day.** People who read more know more. Read at least 30 minutes every day, in addition to studying and homework. This habit will pay off when you take tests with timed reading sections, like college admissions tests.
- **Get involved!** Getting ready for college isn't all work. Find something you really like doing, and then dive into it. Maybe you're drawn to sports, student council, music or art. Join a school group or club, or find ways to follow your passion. You'll develop skills and show colleges you can make a commitment and stick with it.
- **Involve your Family!** If your family members haven't been to college themselves, they may think they can't help you with college planning. That's not true. They know you well and can help you make good choices.
- **If a problem comes up, ask for help.** If you have a problem that's getting in the way of schoolwork, ask someone you trust and respect for advice or help—whether it's a friend, family member, teacher, doctor, or coach. If you're having trouble with a class, talk with your teacher or school counselor.
- **Take challenging courses.** Colleges look at your grades, but they also pay attention to how tough your course are—they want to see that you've challenged yourself. Also if you take college-level courses, such as AP, you might be able to get college credit.

- **Get ready for college admission tests.** As a sophomore, get on track to take the SAT or ACT. One way to do this by taking the PSAT/NMSQT. Taking this test is great practice for admission tests. When you take it as a junior, it can also help you qualify for scholarships.
- **Talk with people in the know.** Find out about college admission, academics and campus life by asking someone who's experienced it, such as students from your high school who are now in college. Ask you guidance counselors and teachers questions about their experiences. Talk to a college professor or administrator to get more information.